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| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  | 1  C:\Users\Lisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LOD6DTEY\MC900413580[1].wmfMagan’s Birthday | 2 | 3 |
| 4  C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0205582.wmfIntro. to Computer final project due | 5  C:\Users\Lisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\RD0HWBGA\MC900410799[1].wmfCinco de Mayo | 6 | 7 | C:\Users\Lisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G5TPW3B9\MC900304711[1].wmf8  A&P Final | 9  C:\Users\Lisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LFEQPA0L\MC900432503[1].wmf5:00 p.m. hair appt. | 10 |
| 11  C:\Users\Lisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LOD6DTEY\MC900340684[1].wmfMother’s Day | 12 | 13 | 14 | 15 | 16 | C:\Users\Lisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G5TPW3B9\MC900250576[1].wmf17  Girl’s day |
| 18 | 19  Tyra’s Birthday  C:\Users\Lisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LFEQPA0L\MC900439223[1].png  Summer classes begin | 20 | 21 | 22 | 23  Mom’s Birthday | 24 |
| 25 | 26  C:\Users\Lisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LFEQPA0L\MC900410795[1].wmfMemorial Day | 27 | 28 | 29 | 30 | 31  C:\Users\Lisa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LOD6DTEY\MC900339728[1].wmfFamily Fish Fry |

I created a calendar with Word for this entry using a template. Everything about this assignment was new to me because I have never used any of the templates in Word other the ones to design a resume. When I inserted the calendar template, it was just a plain table that had “Month of May” written at the top and each of the individual cells for each day of the month. I used WordArt to design the title and inserted a picture in the words to bring them out more and I also added a picture watermark to create the background effect of the calendar to match the title. I had to enter the dates in each cell and underlined them for a little more emphasis, allowing them to stand out. I also entered in the agenda for each day that particular events will occur. Each event has a visual to go along with it which I obtained from Clip Art. I knew how to do the majority of what was needed for the calendar because I am a little more familiar with Word. One new thing that I did learn was about the table itself and the spacing within it. I had to play around with it, but I was able to change the border color in the design tab of the table group and change the spacing of specific cells as well as erase and add borders in the layout tab of the tables group. I never knew there was a calendar template to begin with but now that I do and understand how to use it with my previous and newly learned skills, I will now most likely create a personal 12 month calendar for my room using Microsoft Word.